Wide Area Network Requests

Guidance and Procedures

Department of Budget & Management
Office of Information Technology

Table of Contents

1   Background

1.1   *Purpose*

The April, 2002 Joint Chairmen's Report (JCR) enacted legislation in **Section 49 Wide Area Networks (§49),** requiring that the State Chief Information Officer (CIO) review and approve agency expenditures on the enhancement of existing or construction of new networks.   The purpose for this review is to determine if the proposed network expenditures are consistent with and not duplicative of a proposed statewide network.

1.2   *Process*

In order for the State CIO to approve these network expenditures, the agency Wide Area Network (WAN) requests must be documented using the **WIDE AREA NETWORK REQUEST Form**. This form, together with a diagram and any other supporting documentation, is submitted to the Office of Information Technology (OIT), Department of Budget & Management. The documentation may be submitted by email to Wanrequest@dbm.state.md.us. This address should also be used for submission of any questions. This form provides basic information in a consistent manner to review the purpose and design of the proposed WAN expenditure and to make a determination that it is consistent with statewide network standards and networkMaryland.

1.3   *Review and Approval*

A team of technical network professionals will meet to review the requests received each week and make a determination for each request. The review process for agency requests should take no more than 5 business days from the time it is received, unless there is a need for additional information or discussion with the agency. The requests that are deemed consistent with the statewide network will then be forwarded to the State CIO for final approval. Following the State CIO approval, an e-mail will be sent to the agency contacts listed on the WAN request forms that were approved that week. In that notification a DBM control number will be issued which is to be listed on the requisition submitted in ADPICS

Only after the agency has been notified that the WAN request has been approved, should the agency submit the ADPICS requisition for approval if a telecommunications circuit is required by Verizon. After DBM approval of the requisition, the Purchase Order for the circuit(s) will be generated. Any requisitions for circuit additions submitted without the prior approval of the State CIO will be rejected.

2   Wide Area Network Request Form

2.1   *When to Submit the WAN Request Form.*

Pursuant to JCR §49, any agency WIDE AREA NETWORK REQUEST for changes or additions should be submitted in advance of any action to enhance existing WANs or proposed construction of new WANs prior to JCR 49 submission. Support is available to assist agencies with plan development for large or non-standard WAN requirements through the networkMaryland engineering. Team.

2.2   *Definition*
- ▪ *WAN is defined as any telecommunications network that <u>extends beyond an agency's campus</u>.*
- ▪ *Campus is defined as <u>a series of buildings geographically adjacent</u> to one another.*

2.3   *Types of Requests that require a WAN Request Approval:*
- ▪ All new WAN data communication circuits; such as, frame relay, ISDN, ATM, or SONET; utilizing wireline, wireless or optical media.
- ▪ Any new ISP web services.
- ▪ Any local circuits.
- ▪ Any relocation of existing circuits to a new street address.
- ▪ Any increase in bandwidth of existing WAN circuits
- ▪ Any long-distance circuits.
- ▪ Any request to use networkMaryland services.

2.4   *Types of Requests that do NOT require a WAN Request Approval:*
- ▪ Repairs, replacements, maintenance, or operations to existing networks do not require a WAN Request approval.
- ▪ Any relocation of existing circuits within the same building.
- ▪ Any changes to you agency's Local Area Networks (LANs).

2.5   *What to Submit*
- ▪ A Wide Area Network Request form, and
- ▪ A detailed network diagram showing current and proposed circuits
- ▪ If there are multiple locations affected, a spreadsheet or separate list showing the locations and existing circuit IDs is required.

2.6   *The WAN Request Form*

The **WIDE AREA NETWORK REQUEST FORM** is required. Complete all of the information requested on the form. Please supply a business justification for the request. In the requirements and design block of the form, you should include as much information as necessary for the network engineers to make a determination about the circuit and any new communications equipment terminating either end of the circuit. For larger projects, and those requests for 3 or more circuits agencies should submit overall

project plan documentation and concept proposals for the entire network or project, in lieu of individual components.

Be sure to show ANNUAL costs and <u>savings</u> in the estimated initial and recurring cost and savings blocks. Examples of savings include disconnected circuits, non-renewal of ISP contracts, avoided cost of additional bandwidth, etc. Please specify HOW the cost or savings were derived in the goal or desired result block of the form.

2.7   *The WAN Diagram*

Attach a **NETWORK DIAGRAM** illustrating the proposed new circuit(s) or changes to the existing network. Include the following information:

- Show existing WAN and proposed changes or additions, clearly marked
- Locations – origination and termination (*Indicate existing where affected and new*)
- Type of circuit or service and bandwidth – *(e.g. Frame, ATM, SONET, DS1, DS3, OC3)*
- *CIR – Committed Information Rate – current and/or desired rate.*
- New network devices - *(e.g. DSU/CSU, Router)*
- Show any cross LATA boundaries on the network diagram